

B.★DEPOT MAINTENANCE ACTIVITY GROUP (DMAG) - CONTRACT.

NOTE: This section not applicable to ANG/Rome Lab.

★The Contract DMAG represents approximately forty percent of the DMAG-AF Activity. Requirements go through a posture planning effort for determination to whether maintenance repair requirements will be performed by in-house (organic) efforts, or by private industry contractors awarded DMAG contracts.

★Contract DMAG accounting is an accrual based standard cost accounting system. The primary source of information for contract accounting data is the G072D (Primary Subsidiary Ledger). Expenditures, obligations, and orders outstanding for government- furnished material (GFM) consumed in contract DMAG repair are interfaced to the G072D from the H075C.

★Contractor reported receipt and usage of GFM are interfaced to the G072D from the G009 (except for manual reporting). Also, the G009 facilitates contractor mechanical reporting of production. Currently, information for the financial statements (journal vouchers) is manually input to the DMAG General Ledger System (H069G).

★Contract DMAG periodic operational results are reported in the overall DMAG Financial Statements. Therefore, reporting of customer order updates and customer order validation are addressed as individual DMAG tasks with the assumption of necessary connectivity to facilitate report generation. DMAG Reports:

- ★Trial Balance (DMAG-AF) HAF ACF(M) 7107
- Flash Report DD-COMP(M) 1445
- Statement of Sources of Revenues
- Repair Groups Category Report
- Analysis of Financial Statements LOG-ACF(M) 7118

★Contract DMAG uses two fields in the accounting classification to identify transactions. The BPAC field holds the program control number (PCN) and the material program code (MPC) field holds different types of costs. The PCN is provided by DMAG's customer and identifies specific workload. The first digit is the reimbursement source code (RSC) and the second is the repair group category (RGC). The MPC indicates direct contractor charges (1100, 5500), contract acquired materiel (direct materiel), and general and administrative (G&A) (6000) charges. The sales code is used for the H069BQ system.

Attachment 1 lists General Ledger Account Codes (GLACs) and provides the pro forma entries. Attachment 2 provides a matrix of G072D transactions and the GLACs which are updated.

NOTE: Maintain the EOM trial balances(T/B) and supporting financial reports backup data indefinitely.

DFAS-DE 7040.1-M, Change 2
September 1997

1. ★TASK - Monthly Changes to Customer Orders Accepted.

a. ★OPLOC:

- (1) Receive, review, and post JV to the DMAG General Ledger.
- (2) Assist in resolving problems by acting as liaison between government branch, customer, and FSO, when requested.

b. ★FSO:

- (1) Summarize the dollars on the Customer Order Acceptance List (COALs) for the month and reconcile to the Summary Status Report (G072D-L65).
- (2) Prepare JV and forward to OPLOC (GLACs 942XX, 943XX).
 - (a) Contract DMAG-AF maintains a file copy of the signed Customer Order Acceptance List (COAL) sorted by RSC/RGC/FY of customer order.
 - (b) Compare the G072D-L78 to the COAL to ensure that input (customer order acceptance) was correct.
- (3) Compare G072D-L65 to the cumulative value of the COAL.

2. ★TASK - Shipped Not Billed (SNB) Billed Not Shipped (BNS).

a. ★OPLOC:

- (1) Research the SNBs on the H075C-4R1 which are over 30 days old. Request billing from the ICP if the shipment is valid. If not valid, send the FSO notification to delete the SNB in the H075C, G009 and G072D.
- (2) Provide assistance as required.

b. ★FSO:

- (1) Research, with PDs, the BNS. If not a duplicate, invalid, or a billing for a canceled order, input the shipment to H075C and G072D.
- (2) Provide assistance as required.

3. ★TASK - GFM Fuels Billings.

a. ★OPLOC:

Pass bill for fuels to FSO for input into G072D and H075C if SF 1080.

b. ★FSO:

(1) Input a shipment status into G072D for fuels billings (no shipment status will be generated for fuels).

(2) If SF 1080, input bill into H075C.

4. ★TASK - Accounts Receivable - Journal Vouchers.

a. OPLOC:

(1) ★Receive current month's ledger by accounting and disbursing station number (ADSN) from the Accounts Receivable Branch for general ledger inputs - other than FMS. Receive a separate register from the Accounts Receivable Branch for FMS customers. Reconcile to the FSO's unbilled voucher. Receive, review, and post JV. (GLACs 13249, 13259, 22512).

(2) ★Receive outstanding accounts receivable schedule, by bill numbers and date billed, from Accounts Receivable Branch. Update prior month's accounts receivable collected that are maintained on a ledger listed by dollar amount and bill number. Update the unbilled accounts receivable (GLACs 13249, 13259, 22512) to billed accounts receivable (GLACs 13249, 13259, 13250, 13260). For the uncollected A/R reclassify, by age, to GLACs 1325X, 1326X, 22512.

(3) ★Prepare JV and post to DMAG General Ledger (JV moves accounts receivables from unbilled to billed and aged).

(4) Validate the control register against the general ledger and make corrections as necessary.

DFAS-DE 7040.1-M, Change 2
September 1997

b. FSO:

(1) ★Prepare current month accounts receivable summary by ADSN and SF 1080 with detail support. FMS bills will have an additional support, an FMS worksheet (governed by HQ AFMC/FMRI). Annotate SF 1080 as progress billing, completion billing, or advance billing. Source: G072D L35, L34(FMS), and manual advanced billings spreadsheet(s).

(2) ★Prepare a control register for each billing package (SF 1080) forwarded to the OPLOC. Establish a unique control number for each control register consisting of the ALC, Julian date, and 3 digit sequence number (e.g. XX-ALC-7031-001). Bill numbers are required to provide the audit trail necessary for accounts receivable.

(3) ★Forward to the Accounts Receivable Section of the OPLOC.

(4) ★Prepare unbilled JV; forward with attached copy of control registers to DMAG section of OPLOC.

(5) For FMS check the L47 (GLAC 417XX) against the current month's accounts receivable and make any necessary corrections and forward to OPLOC to ensure accuracy of revenue and accounts receivable.

5. ★TASK - JV - Existing Advance Billings Update.

a. OPLOC:

★Receive JV and support from FSO, review, and input JV into the DMAG General Ledger. Source: advance billing spreadsheet.

b. FSO:

(1) ★Calculate offsets to advance billings based on progress billing (L35/L36) and prepare JV (GLACs 25111, 22512).

(2) ★Calculate and prepare advance billings JV due to credit COALs (based on L07, L06) (GLACs 25111, 22512).

(3) Forward JV to the OPLOC.

6. ★TASK - Revenue JV.

a. OPLOC:

★Receive, review, and post Revenue JV.

b. FSO:

(1) ★Compare the Revenue (G072D-L47) to the Profit/Loss Part IV by RGC and RSC (G072D-L43) totals. If a discrepancy exists between government (GLAC 416XX, all RSCs excluding M and 3) and nongovernment (GLAC 417XX, RSCs M and 3 only), annotate the correction on L47.

(2) ★Prepare Revenue JV (GLACs 41XXX, 22512) using L47. (Check the current month's JV produced from the L47 against the L67 CML runout totals for Column J - Sales line.) (NOTE: The offset is to progress billings; G072D performs 100% progress billing, excluding nongovernment agencies.)

(3) ★Prepare JV to record customer orders completed (GLACs 944XX, 943XX). (Customer orders completed should equal revenue.)

(4) ★Forward JVs to the OPLOC for posting.

7. ★TASK - JV - Changes to Work-In-Process (WIP).

a. OPLOC:

★Receive, review, and post JV.

b. FSO:

(1) ★Prepare WIP JV and forward to OPLOC. This JV is prepared based on the CML (L67 product) from the G072D.

(2) ★L67 page A
Columns g, h, and i GLACs: 538XX debit to recognize COS (STD)
Column f GLACs: 151XX credit to relieve WIP
Cost of Sales (COS) Entry.

(3) ★COS(L67 page A cols G,H,I)
+ chg WIP L67 pg A cols M,N,O
=
151XX (Induction) Increase WIP.
224XX
To record the induction or increase in WIP.

(4) Chg WIP L67 pg A col F (Ending - Beginning)
53833
57050

DFAS-DE 7040.1-M, Change 2
September 1997

To record the change in WIP.

★These figures are pulled directly from the L67 runout totals-all contracts.

(5) ★Forward JV to OPLOC for posting.

8. ★TASK - JV - Contractor Reporting (Material Movement).

a. OPLOC:

★Receive, review, and post JV in the DMAG General Ledger.

b. FSO:

(1) ★Use monthly G072D (L67 run-out totals for all contracts). Use contractor GFM reporting line to input totals to "Contractor GFM Reporting Worksheet."

★NOTE: Col "n" value will come from page B (L67) GLACs: 53611, 53612, 53690, 53823.

(2) ★Subtract any manual accounting adjustments (AMEs) input from values to get contractor GFM reporting. (See worksheet format.)

(3) ★Prepare JV using the worksheet.

(4) ★Forward JV to OPLOC

★NOTE: See reconciliation task on G009 monthly to L76 monthly.

9. ★TASK - JV - Investment Material Issues and Receipts.

a. OPLOC:

★Receive, review, and post to DMAG General Ledger.

b. FSO:

receipts: (1) ★Use G072D-L-55 to prepare JV for investment material issues and

★Use GLAC:

90175 (ending balance minus beginning balance)

91750 (GFM Modification kits)

91760 (GFM issues at full price)

91775 (GFM Investment exchanges).
990002 - statistical accounts - contra

(2) ★Forward to the OPLOC.

10. ★TASK - JV for Monthly Material Returns.

a. OPLOC:

★Receive, review, and post JV to DMAG General Ledger.

b. FSO:

(1) ★Use H075C-4N1 funds billing data line for allowable turn-ins and non-allowable turn-ins for dollar values.

(2) ★Prepare JV:

(a) ★Allowable turn-ins:

21150 Debit
14133 Credit

(b) Non-allowable turn-ins:

53651 Debit
22450 Debit
53822 Credit
14133 Credit

Verify JV postings with G072D-L67 “all contracts runout totals” using Cols H,K,L, and N (H075C-GFM line).

(3) ★Forward to OPLOC

11. ★TASK - JV - Material Shipments to Contractors.

a. OPLOC:

★Receive, review, and post JV to the DMAG General Ledger.

b. FSO:

(1) ★Use G072D-L67 (runout totals for all contracts). Column A and column Q shipments line for dollar value.

DFAS-DE 7040.1-M, Change 2
September 1997

- (2) ★Prepare JV using GLACs:
14220 (column A) Debit
21150 (column Q) credit

12. ★TASK - JV - Contract Support Cost.

a. OPLOC:

★Receive, review and post JV to DMAG General Ledger.

★NOTE: This is a reimbursable transaction, the collection to O&M is offset by a disbursement to DMAG (i.e. DMAG General Ledger entry 21150 DR, 60280 CR).

b. FSO:

(1)★Prepare JV and/or adjustment JV using quarterly worksheet. (See (6) below:

- (2)★Use GLACs: 53510, 53511, 53513, 53514, Debits
21150 Credit
22452 Debit
53834 Credit

(3)★Prepare SF 1080 for disbursement of 6E funds (including any adjustments if actual cost is different from the estimate) and forward to the Accounts Receivable Branch.

(4)★AME transactions for contract support must be made IAW JV entries (excluding GLAC 21150).

(5)★Prepare Quarterly/Annual worksheet showing:

GLAC	53510 Seller Personnel Costs
	53511 Policy & Procedure
	53513 Data Automation
	53514 Accounting Support

This worksheet is coordinated with FSO (DMAG AF) Budget Office. A JV for any adjustments to actual data will be provided to the OPLOC.

(6)★Validate GLAC totals in DMAG General Ledger trial balance to cumulative worksheet totals.

13. ★TASK - DMAG Contractor Accrued Expenditures Unpaid (AEU).

a. OPLOC:

(1) ★Prepare and post Contractor AEU JV to the DMAG General Ledger. Source: H103 query (GLACs 224XX, 21150, 94160, 94151, 990002).

(2) ★Reverse out previous month's JV.

b. FSO:

★None.

14. ★TASK - Reconciliation of Undelivered Orders Outstanding from H075C 4D2 to G072D L55.

a. OPLOC:

★None.

b. FSO:

★Combine the three aged categories by contract on 4D2 and compare to L55 by contract (UOO plus AEU). If not equal, research and initiate corrective action.

15. ★TASK - JV - Undelivered Orders Outstanding and Reversal of Prior Month.

a. OPLOC:

★Use H103-3H1 (by OBAN for DMAG-AF Activity) and G072D-L55 ALC totals page to prepare current month worksheet. The following breakout applies:

DFAS-DE 7040.1-M, Change 2
September 1997

<u>MPC</u>	<u>GLAC</u>		
4400	CAP	94150	CREDIT
5500	LABOR	94150	CREDIT
1100	LABOR	94160	CREDIT
2200	CAP	94160	CREDIT
6000	CCN	94160	CREDIT
7700	CONTR TERM	94160	CREDIT
G072D-L55 (H075C-UOO)		94151	CREDIT
Statistical account contra 990002 debit.			

(2) Prepare current month JV using applicable GLACs.

(3) Prepare prior month JV reversal (dated 1st of the month).
Reverses prior month JV (UOO).

(4) ★Post JVs to DMAG General Ledger.

b. FSO:

Provide assistance as necessary.

16. ★TASK - JV - Statistical Stock Fund Purchases.

a. OPLOC:

★Receive, review, and post JV to the DMAG General Ledger.

b. FSO:

(1) ★Calculate percentages based on the prior year 4D2's orders outstanding by budget codes (i.e., 1,8,9, Other).

(2) ★Apply percentages to current month stock fund purchases (budget codes 1,8,9, Other).

(3) ★Prepare JV for budget codes 1 (GLAC 98070 SSD) and 9 (GLAC 98060 GSD) after subtracting percentage amounts for budget codes "8" and "Other" from total purchases.

(4) ★Forward JV to the OPLOC.

★NOTE: This information is for use by HQ AFMC. GLAC is for management use only and not forwarded to DFAS-DE.

17. ★TASK - JV - Accessorial and Surcharges for Handling of GFM.

a. OPLOC:

★Receive, review, and post JV to the DMAG General Ledger.

b. FSO:

(1) ★Prepare JV to expense the charges for FQ1/2 and FN1/2 from H075C-3C2 (GLACs 53690, 22450 DR, 21150, 53822 CR). These charges are only on interfund bills with a routing ID of G--. An AME (excluding GLAC 21150) has to be done in conjunction with this JV so that the G072D and the DMAG General Ledger match.

(2) Check the H075C-3C1 for bills with a routing ID of G--.

(3) ★The H075C-3C2 should not be negative if routing ID of G—is found.

★NOTE: If negative, have OPLOC review Interfund H069BQ-G53 to ensure there were no charges. If so, the OPLOC will provide the H069BQ-G53 as supporting documentation to prepare a JV.

(4) ★Forward to OPLOC

18. ★TASK - JV - To Expense Deletions From H075C Billings.

a. OPLOC:

★Receive, review, and post JV to the DMAG General Ledger.

b. FSO:

(1) ★Research the H075C-3D5 Billing Suspense List to determine those bills that cannot be identified to another station and must be expensed to contract DMAG.

(2) ★Input deletion actions to H075C.

(3) ★Prepare JV based on H075C-3B3 using the following entries:

DFAS-DE 7040.1-M, Change 2
September 1997

(53690, 22450 DR; 53822, 21150 CR). Make Accounting Adjustment (AME) GLACs 53690, 22450, 53822, to pseudo CML.

19. ★TASK - JV - Record Adjustment For Erroneous Reporting From Other Systems.

a. OPLOC:

★Receive, review, and post JV to the DMAG General Ledger.

b. FSO:

★Provide JV and support to the OPLOC to correct erroneous reporting from other systems (G009, D034A, H075C, G072D, and/or H103). Footnote(s) are also provided to the OPLOC.

20. ★TASK - JV - Contract Field Teams (CFT).

a. OPLOC:

(1) ★Receive cycle payment for CFT from Vendor Pay.

(2) ★Post cash disbursement for GFM material cost (supplies) (GLACs 14220, 60280)

(3) ★Provide copy of payment voucher to FSO.

b. FSO:

(1) ★Receive payment voucher from OPLOC.

(2) ★Research and update applicable contract via AME (G072D) GLAC 14220 only.

(3) ★Process manual AF412 from Product Directorate (PD)

21. ★TASK - JV - Foreign Currency Fluctuation.

a. OPLOC:

(1) The Vendor Pay Section will provide a worksheet for gains and losses. The worksheet for JV will indicate contract number, name of currency, budgeted exchange rate in dollars, and current exchange rate in dollars. Gain and loss will be calculated from the difference.

(2) Input JV for Gains and Losses (53717, 53718, 22451 DR/CR).

(3) ★Provide copy of spreadsheet reflecting detail by contract to FSO.

b. FSO:

★Receive a detail spreadsheet from the OPLOC and input AME to each contract to record the gain or loss in Column G (GLAC 53812) and Column K (GLAC 22451). This could cause a variance in reconciling G072D labor cost vs. general ledger recording of labor (contractor charges). The difference is in FCF gain/loss GLACs.

22. ★TASK - JV - Travel Expenditures (Contract DMAG).

a. OPLOC:

(1) ★Extract TDY & Travel information for the month from the H069BQ and provide copy to FSO.

(2) ★Prepare monthly JV for DMAG General Ledger (15550, 21160, 22452, 53412, , 53834, 60280)

(3) ★Post JV to DMAG General Ledger.

b. FSO:

(1) ★Receive a copy of H069BQ retrieval for travel (GLAC 53412 identifies Contract travel).

(2) ★Prepare and input Contract Maintenance Ledger (CML) AME Transactions for month (GLACs 22452, 53412, 53834). AME entries go to the pseudo contract (CML) when not identifiable to a specific CML.

23. ★TASK - Posting Collections to DMAG General Ledger.

a. OPLOC:

(1) ★Receive BQ retrieval. Use Merged Accountability and Fund Reporting (MAFR) code B for disbursement entries applicable for "For Self" and "By Others." Use MAFR code T for collection entries applicable to "For Self" and "By Others."

(NOTE: There must be at least two addresses set up, one for Organic and one for Contract).

DFAS-DE 7040.1-M, Change 2
September 1997

(2) ★Record collection of accounts receivable (GLAC 132XX, 60280).

(3) ★Forward retrieval to FSO.

b. FSO:

(1) Provide assistance as required.

(2) ★Update control register(s).

24. ★TASK - Posting of H103 Cash Disbursements to DMAG General Ledger.

a. OPLOC:

(1) ★Request EOM retrieval from H103 by MPC and provide a copy of the detail to the FSO. (This plus the H103 for organic expenditures should equal total 6E expenditures in H069FA for SMA E for the month)

(2) ★Combine MPCs to record appropriate general ledger GLACs:

Record the disbursement:

GLAC	MPC
60280	All Contract MPCs
53831/53840	6000
53832	7777
22451	1100,5500
14230	2200,4400
15560	9940

Record the offsetting standard entries:

22451 debit	7777
53812 credit	7777
22452 debit	6000 CCN
53834 credit	6000 CCN
53811 debit	1100 plus 5500
53812 credit	1100 plus 5500

b. FSO:

★Review query for detail that might not have passed to G072D in the interface. These details will require AME input to applicable CML (Can not be pseudo CML except for MPC 6000).

25. ★TASK - DMAG General Ledger Posting of Stock Fund Interfund Disbursements.

a. OPLOC:

(1) ★Receive H069BQ-G53 (interfund zero balance) listing from H069BQ (Accounting Operations Division) at the OPLOC and extract the DMAG fund codes for ALCs and match to MAFR postings. Ensure that FSO receives a copy of G53 or is notified of when it is available on CA dispatch. ALC fund codes (MILSBILLS Part 2) : FR-McClellan, GR-Hill, HR-Tinker, LR-Robins, and PR-Kelly.

(2) ★After match, post by bill or total for the day to the DMAG General Ledger (21150 DR, 60280 CR). (FIABS bills will be interfund bills.)

(3) ★Prepare the spreadsheet using bill number, source of supply (SOS), amount, bill date, and date paid in bill number sequence to ensure duplicate billings are detected.

b. FSO:

(1) ★Receive H069BQ-G53 listing from OPLOC (Accounts Control) for fund codes FR, GR, HR, LR, PR. (NOTE: There are still some materiel bills which are billed on an SF 1080; these bills must be manually input into H075C)

(2) ★Compare the file before interface or H075C-3C1; after the interface will identify duplicate bills or bill detail.

(3) ★Receive the file for OPLOC of bills paid to ensure all interfund bills paid are passed to H075C.

26. ★TASK - JV - Systems Development Cost.

a. OPLOC:

(1) ★(DMBA-AF) receives a letter from HQ AFMC indicating percentages of cost allocated to each ALC for systems development cost. This is for noncapitalized amounts (under \$100,000).

DFAS-DE 7040.1-M, Change 2
September 1997

(2) Request that the Accounts Receivable Branch setup accounts receivable based on AFMC letter.

(3) ★Set up an accrual for the expense in the DMBA General Ledger (GLACs: 53834 CR, 21150 CR, 22452 DR, 53831 DR). Forward to FSO to input into G072D.

(4) Accounts Receivable will process SF 1080 to do the collection and posting to MAFR.

(5) Post the DMBA General Ledger disbursement update based on copy of SF 1080 from Accounts Receivable Branch (GLAC: 21150 DR, 60280 CR).

b. FSO:

(1) Provide assistance as necessary.

(2) ★Input AME to pseudo CML based on the JV (excluding GLAC: 21150 and 60280).

27. ★TASK - Microfiche Expense.

a. OPLOC:

(1) Receive support for billing from Defense Printing Service (DPS).

(2) ★An accrual will be establish if the annual amount is material.

(3) ★Post to DMAG General Ledger (53831, 22452 DR, 60280, 53834 CR).

(4) ★Provide copy of support to FSO.

b. FSO:

★Receive DPS support detail and input AME to pseudo CML for microfiche expense (exclude GLAC 60280).

28. ★TASK - JV - AMEs (CML Accounting Input) Adjustments and Closures.

a. OPLOC:

★Receive, review, and post closure JV.

b. FSO:

- CML.
- (1) ★Review CMLs. Determine and annotate adjustments to close
 - (2) ★Prepare JV to record closure adjustments by GLAC (on worksheet).
 - (3) ★Forward JV to OPLOC.
 - (4) ★Input closure actions (AME) to G072D (Ref. AME Task).

29. ★TASK - Analysis.

a. OPLOC:

- analysis.
- (1) ★Prepare non-normal balance report and forward to FSO for
 - (2) Determine what needs to be footnoted.
 - (3) Compare accounts to historical for unusual activity and/or amount.

b. FSO:

- Both FM and the PDs should be polled to see if they have a situation or condition (e.g. a potential material loss) to include in the footnotes.
- (2) ★Compare accounts to historical for unusual activity and/or amount.
 - (3) ★Perform contract closures.
 - (4) ★Perform formal and informal product reviews (to include the CML).
 - (5) ★Perform product review of GFM intransits.
 - (6) ★Identify and document system discrepancies to system(s) OPR.
 - (7) ★Reconcile ULOs in G072D-L67 to H103.

DFAS-DE 7040.1-M, Change 2
September 1997

- (8) ★Provide explanation for unusual activity/amount to OPLOC.
- (9) ★Review H075C 3D5 Billing Suspense for erroneous billings and initiate corrective action.
- (10) ★Perform an analysis of monthly financial statements.
- (11) ★Prepare any necessary documentation to initiate corrective action for noted discrepancies.
- (12) ★The A-G072D-L71-MO-8XC product should be reviewed since this product reflects contracts with \$0 sales. These contracts print only when sales = scheduled input dollars (SID) indicating that the customer order quantity has not been file maintained in G072D. Since SID/COQs are necessary to customer billings, lack of file maintenance directly impacts our cash balance and the customer outlays. G072D and H103 should be reconciled since both systems could be tracking contracts at different levels.
- (13) ★Flow Days. File maintenance must be performed regarding actual flow days with emphasis also on induction and production flow days. Flow days must be accurate as this data impacts progress billings and other systems utilized to manage contract DMBA.
- (14) ★The message codes on the PCN Control Report (G072D/L66) should be reviewed with the appropriate action taken to clear.
- (15) ★The contract and paid amounts between H103 and G072D should be reconciled with differences being researched and corrected. Normally, H103 balances take precedence over G072D balances.
- (16) ★Contract Project Orders. The following reconciliations are to be performed regarding contract project orders:
 - (a) ★G072D/L65, Current FY, RSC A: Adjusted Customer Orders are reconciled to H069BQ (same FC, OAC/OBAN), Current FY, Operating Budget Ledger, EEICs 54X05, Gross Obligations.
 - (b) ★G072D/L65, all FY/RSCs, Adjusted Customer Orders should be reconciled to Accepted Customer Orders to confirm receipt and posting to Unfilled Customers Orders in Cost Accounting.
 - (c) ★The RCS: LOG-FM(M) 7118, Analysis of Customer Orders Accepted needs to be verified so that it reflects the most current Anticipated Customer Program.

(17) Provide explanation as requested.

30. ★TASK - Contract Maintenance Ledger (CML) G072D-L67 Analysis.

a. OPLOC:

★Provide assistance as necessary.

b. FSO:

(1) ★A review of the L67 runout totals is required to determine whether a G072D system rerun is required. Contact either the Product Directorates and/or the policy area for resolution/explanation of any questionable balances which are not the result of erroneous system processing.

(a) ★Ensure beginning balances equal prior month's ending balances.

(b) ★Ensure all current month's interfaces have been taken in and are not the prior month's interfaces. Additionally, check to ensure the amounts are reasonable.

(c) ★Compare cost of sales line for unusual profit/losses. (Col F and Col J).

(d) ★Review G009 interface for unusual values in the material accounts.

(2) ★To determine that all items have been scheduled in, compare Cols C and E. This can also indicate whether there is a potential profit or loss.

(3) ★Material (GFM) can also create a loss on a contract/customer order. Take Col C minus (Col E plus G&A other) to determine estimated available funding for GFM (CAP can also affect this computation)

(4) ★Credit intransit accounts require research and notification of the appropriate activity(ies) for corrective action.

(5) ★Credit standard accounts (this reflects variance between actuals and URCs of items that have been produced) indicate either production needs to be taken or that the URCs are understated and need to be file maintained. (NOTE: the URCs mechanically general accruals, i.e. estimated costs).

DFAS-DE 7040.1-M, Change 2
September 1997

(6) ★WIP/Standard Expense. WIP/standard expense should be reconciled to accrued expense on the G072D/L67 CML Runout Totals - Active Contracts. If the proper transactions have been made, Column F + G + H + I + K = 0. All discrepancies must be researched and corrected.

31. ★TASK - Preliminary Closures. When production is complete, the accrued expenses need to be adjusted to reflect the ULO.

a. OPLOC:

★Provide assistance as necessary.

b. FSO:

(1) ★Use the back of the CML to record differences by MPC (Col D minus Col E). (NOTE: Must obtain PMS approval before any AMEs are input; can be base policy, telecon, email, or memo)

(2) ★Col F should be zero. Residual costs (result of affecting SIQ timeframe and/or URC after induction) must be decreased to zero. Check the back of the CML to ensure that there are not debits and credits zeroing out.

(3) ★Col G should equal the difference between obligation and paid to contractor for MPCs 1100/5500/7777. If payments exceed the obligation, the result will be a negative.

(4) ★Col H should be zero if Col B is zero and no adjustments are expected for GFM returns or CAP. If any adjustments are expected, the URC should be adjusted to reflect those amounts.

(5) ★Col I should be zero. Depending on the procedures used to move actual G&A expenses from the accumulation contract to the actual contracts, a URC adjustment made be needed.

(6) ★The preferred method to adjust the CMLs are URC adjustments input by the PMS or the representative. This allows for the cost to be passed to all systems and products, not just the trial balance.

32. ★Task - Analysis of Work-In-Process (WIP).

a. OPLOC:

(1) ★Determine if the relationship of WIP to unfilled customer Orders and sales is within historical parameters. If not, request an explanation from FSO and footnote if required.

(2) ★Receive support to footnotes for large dollar impacts associated with WIP.

b. FSO:

(1) Provide support to the OPLOC for large dollar impacts associated with WIP.

(2) ★Ensure that progress payments do not exceed WIP. Footnotes are required if this occurs.

33. ★TASK - Interfacing Systems Validation (H103) (Feeder Systems to G072D).

a. OPLOC:

Provide assistance as necessary.

b. FSO:

(1) Validate interface from the H103.

(2) Identify any problems to H103 OPR.

(3) Check the L67 in comparison to the previous month to ensure correct file is received.

34. ★TASK - Interfacing Systems Validation (H075C).

a. OPLOC:

(1) ★Obtain a Financial Inventory Accounting and Billing System (FIABS) data query reflecting non-allowable and reversals of non-allowable returns by budget code (1,8,9) for fund codes FR, GR, HR, LR, PR). Do a breakout by budget code (1, 8, 9) for contract DMAG returns for the current month.

(2) Forward data query to FSO for action.

b. FSO:

DFAS-DE 7040.1-M, Change 2
September 1997

(1) ★Receive and review products from the FIABS data query for all fund codes to ensure that the supporting details are applicable to the FIABS assigned fund codes.

(2) ★Send retrievals to appropriate DMAG FSO counterpart for action.

(3) Check the 2B1 product to ensure a D034A interface occurred (reference DeskTop Intransit GFM Checklist).

(4) Check the H075C-3C1 product to ensure the Interfund billings process properly interfaced to H075C (reference DeskTop Intransit GFM Checklist).

(5) Input the budget codes 1, 9 to the H075C (use FORMAT 15 “add a bill”) to ensure proper interface to G072D-L67 column L (“intransit to supply”).

(6) ★Review all fund codes to ensure that the supporting details are applicable to the fund code assigned by FIABS. There may be blank fund codes or for example a Robins AFB fund code (LR) assigned and a Tinker supplementary address in the details.

(7) After researching budget code 8, determine if “add a bill input” is required or if corrective action should be accomplished in D035J. If D035J issue, then forward required action back to D035J.

★To reconcile H075C to G072D: Sum 3C1 + corrected suspended bills equals 4J1 equals G072D.

35. ★TASK - Interfacing Systems Validation (G009).

a. OPLOC:

None.

b. FSO:

(1) ★Weekly, check G072D on-line input by source screen for G009 interface of production. If negative, determine why interface did not occur.

(2) ★Check last weekly G072D-L76 to ensure the monthly G009 interface occurred (reference Intransit GFM Checklist). This is verified by the report date in the transactions. Transfers to and from same ALC must be the same amount. (Look at: GFM expense material, GFM investment material, GFM charge, GFM transfer to reciprocal contact).

36. ★TASK - Interfacing Systems Validation (D034A).

a. OPLOC:

None.

b. FSO:

(1) ★Ensure H075C 2B1 is produced weekly (D034A interface).

NOTE: D034A can have five weekly runs in a month. The 2B1 should be reviewed to ensure receipt of transactions from all ALCs and other sources of supply via D034A on-line query.

(2) ★Check the G072D on-line input by source to ensure that the interface occurred.

(3) ★Check the G072D-L77 Accounting Error Transactions for shipments that did not pass all edits. These must be corrected to complete the interface.

(a) ★Cross reference the document number on the G072D-L77 back to the H075C-2B1 to get dollar value.

(b) Re-input the transaction in the AS3 input screen as a manual input.

37. ★TASK - Interfund Analysis.

a. OPLOC:

(1) ★Maintain a support worksheet to ensure that bills are not paid twice in MAFR. Provide a copy of the worksheet to the FSO.

(2) ★Provide copy of H069BQ-G53 to FSO.

b. FSO:

(1) ★Maintain support to compare H075C-3C1 (by bill number, bill date, and SOS) product to MAFR postings to ensure that no bills exist in H075C which have not been paid.

(2) ★Maintain a support worksheet (by bill number, bill date, and SOS) to ensure that the detail for all bills paid in MAFR have been passed to H075C-3C1.

DFAS-DE 7040.1-M, Change 2
September 1997

(3) ★Maintain support worksheet (by bill number, bill date, and SOS) to ensure that bills are not paid twice in MAFR.

38. ★TASK - GFM Billing Adjustments into H075C.

a. OPLOC:

★Receive, review and post JVs.

b. FSO:

(1) Review and make necessary adjustments to the H075C-3D5 (billing suspense). Correct erroneous field to match H075C-2A2 and recycle the transaction with action code "A."

(2) ★If research indicates that the detail line belongs to another ALC, correct the fund code to reflect the other ALC with an action code "C." This would require that a SF1081 (or interfund bill transfer) be prepared to transfer funds between the two ALCs. Forward to the OPLOC for transfer action.

(3) Delete if there is an offsetting debit/credit for a specific document number with the same quantity and dollar amount (action code "B"). This will fall on the billing deletions (H075C-3B3) and should not be forwarded to the OPLOC.

(4) ★Delete if detail line is not identified to another station. Will be on the H075C-3B3 and should be forwarded to the OPLOC as supporting detail for JV to expense this material (GLACs 53822, 53690,22450,21150). Also prepare and input an AME to the pseudo CML for this unidentifiable expense (excluding 21150).

39. ★TASK - Reconciliation of H103 to G072D.

a. OPLOC:

(1) ★Pass the FSO notification of erroneous PCNs to the CPAS office and request correction.

(2) ★Take corrective action based on FSO notification of erroneous MPCs by notifying the CPAS office to reversing out and input the correct MPC to flow through the H103 to the G072D in the next automated interface.

b. FSO:

★Identify PCNs that will not or did not interface to G072D:

(a) ★For the PCNs that are valid, input an AME transaction into G072D.

(b) ★For the PCNs that are invalid, forward to Vendor Pay for correction. Monitor to ensure corrective action occurs.

(c) ★Identify erroneous MPCs to Vendor Pay for corrective action. Monitor to ensure corrective action occurs.

40. ★TASK - Reconciliation of Material On Hand to G072D-L55.

a. OPLOC:

★Provide assistance as necessary.

b. FSO:

(1) ★Annually, review the G072D-L67 Col B to the G072D-L55. Prepare a spreadsheet by contract subtracting the Col B number from the L55 balance. If zero, nothing needs to be done. NOTE: The L55 amounts should equal the amounts in G009.

(2) ★If there is a positive number, input an AME. DR 14133, 53822; CR 22450, 53690.

★If there is a negative number, input an AME. CR 14133, 53822; DR 22450, 53690.

41. ★TASK - Customer Support.

a. OPLOC:

(1) Support the FSO.

(2) ★Respond to customer inquiries.

(3) ★Perform special studies.

b. FSO:

(1) Determine potential customer funding shortfalls.

(2) ★Respond to customer inquiries.

Budget
Product Directorates (PD)
Commanders' Requests
Director
HQ AFMC
DFAS-DE special request
As required for unusual activities

(3) Perform special studies.

(4) ★Provide training as requested.

**42. ★TASK - Adjustments to the Contract DMAG-AF Subsidiary Ledgers
(G072D-AME Transaction only Updates the Contract Maintenance List).**

a. OPLOC:

(1) ★Receive, review, and post JV.

(2) ★Footnote General Ledger as appropriate.

b. FSO:

(1) ★Prepare and forward JV and support

(2) ★Prepare and input accounting adjustments (AME) to close contract maintenance ledgers when customer orders must be from the PMS seller or their representative when the variance is material. Documentation must be maintained with the appropriate support file.

(3) ★Prepare and forward JV and support for accounting adjustments input for errors not correctable by source system.

(4) ★Prepare and input adjustments for errors not correctable by source system. The request must be from the PMS seller or their representative. Documentation must be maintained with the CML file.

43. ★TASK - G072D Error/Reject Correction (L77, L79).

a. OPLOC:

★None.

b. FSO:

(1) ★Perform all error/reject corrections for accounting input transactions. (Material Shipments (AS3s), fund classification reference number (FCRN AABs), customer order acceptance list (AHAs), manual accounting adjustments (AMEs), GFM expense, , GFM investment expense, etc.)

(2) ★Notify PMS of required corrective action and track until corrected. (G009 mechanical interfaced GFM expenses (GCAs, GCBs), etc.)

44. ★TASK - H075C Valid Contract Table Error/Reject Correction.

a. OPLOC:

None.

b. FSO:

(1) Perform all error/reject corrections.

(2) Notify PMS of required corrective action and track until corrected.

45. ★TASK - Internal Processing.

a. OPLOC:

★Perform internal control reviews.

b. FSO:

(1) Explain system processing to customers, budget, and Product Directorates (PD).

(2) Perform internal control reviews.

46. ★TASK - Prepare Management Information Reports.

a. OPLOC:

None.

b. FSO:

DFAS-DE 7040.1-M, Change 2
September 1997

Prepare profit/loss statements from generated mechanical products to include charts, briefings, trends, etc., for PDs, Divisions.

47. ★TASK - Reconciliation of Disbursement and Collections to H069BQ.

a. OPLOC:

(1) ★Reconcile daily, by Subject Matter Area (SMA), MAFR code “B” for disbursements to SF 1080/1081 to DMAG General Ledger.

(2) ★Reconcile daily, by SMA, MAFR code “T” for collections to SF 1080/1081 to DMAG General Ledger.

(3) ★Ensure that total of daily disbursements/collections balance to H069BQ EOM disbursements/collections, by SMA, for DMAG fund code. Variances must be identified and corrective action taken in appropriate system.

★NOTE: This includes travel expenditures, H103 contractual DMAG expenditures, contractual DMAG stock funded expenditures, G&A support, and accounts receivable collections.

b. FSO:

None.

48. ★TASK - Reconciliation of G009 to G072D.

a. OPLOC:

★Receive, review, and post JVs.

b. FSO:

(1) Review the last weekly G072D-L76 (Transaction ID: GCA, GCB, GCC, GBZ) to ensure the G009 amount is what passed to the G072D. This will identify transactions that did not overlay in the interface.

(2) ★Research to identify corrective action required by either system interface or AME input. Maintain open items on a worksheet until item is cleared.

(3) ★Prepare JV and supporting documentation to forward to OPLOC if accounting adjustments are required.

49. ★TASK - Reconciliation of Customer Obligation in H069BQ to Accepted Customer Dollars in G072D.

a. OPLOC:

★Provide a list of customer obligations in H069BQ and H103 for Contract DMAG to the FSO for reconciliation to G072D.

b. FSO:

Receive listing of customer obligations and perform reconciliation.

50. ★TASK - Research GFM Billing and Shipment Data.

a. OPLOC:

★Provide assistance as required.

b. FSO:

(1) Refer to DeskTop Intransit GFM checklist.

(2) If valid shipment with no bill, forward to OPLOC for billing inquiry.

51. ★TASK - Computer Systems Requirements Document or Discrepancy Reports (CRRD or DR).

a. OPLOC:

★Provide documentation for DR encountered -- to the FSO.

b. FSO:

★Prepare the CSRD or DR based on documentation generated by users.

52. ★TASK - Table Maintenance/File Maintenance.

a. OPLOC:

★Input JVs to H069G.

b. FSO:

DFAS-DE 7040.1-M, Change 2
September 1997

(1) ★Input fund classification reference number (FCRN) to G072D. (The FCRN is a unique four-digit number used to cross reference the full customer fund citation.) The mechanical matching/assigning of an FCRN to a COQ is accomplished by comparing the fiscal year, reimbursement source code (RSC), and repair group category (RGC) in the COQ input to corresponding elements in the FCRN table. Where there is not a match, the COQ is output to the buyer for assignment of the FCRN and manual input to the system. The following elements are required for establishing a new FCRN (AAB transaction):

(a) ★FCRN, 4 AN, recommended format is first digit FY (alpha with 1990 as A), second digit the RSC, 3rd and 4th are sequential.

(b) ★Appropriation , 7 AN, (Segment A)

(c) ★Accounting Classification Elements, 26 AN, (Segment B)

(d) ★Disbursing Station, 7AN, (Segment C)

(e) ★Action Code, (E-establish, C-change, D-delete)

(f) ★Input Accepted Customer Order Dollars (G072D).

(g) ★Input Accounting Adjustments.

(h) ★Input missing AS3.

(I) Maintain Valid Contract Table in H075C.

REFERENCE: AFR 177-102, AFMCR 177-22, AFMCR 66-225.

53. ★TASK Suspended GFM Transactions (G072D-L79).

a. OPLOC:

★Provide assistance as required.

b. FSO:

(1) ★Notify Product Directorate if GFM suspense is due to the absence of the Contract GFM Authorization (5H error code).

(2) ★Input overlay correction to the suspense file.

54. ★TASK Product Distribution List.

a. OPLOC:

Provide input as required.

b. FSO:

★Annually obtain the production distribution lists for H075C and G072D. Coordinate with the receiving activities as to requirement and number of copies. Reduce the number of products and copies to the required number. This also applies to the organic DMAG systems.

55. ★TASK - User Access Validation-Contract.

a. OPLOC:

★None.

b. FSO:

(1) ★Yearly, obtain the User Access List from DISA for those systems for which you are OPR.

(2) ★Check to ensure listed users have a need for access to the system, have access to only those areas for which they have a need, and have the appropriate level of access.

56. ★TASK - Provide Copy Of G072D-L55 to Accounts Control.

a. OPLOC:

★Provide copy of G072D-L55 to Accounts Control to update the General Funds General Ledger for procurement funded Government Furnished Materiel (GFM).

b. FSO:

★None.

57. ★TASK - Update General Funds General Ledger for End Items.
Currently the supply system does not update the GFGL for non-major end items at a

DFAS-DE 7040.1-M, Change 2
September 1997

repair contractor. G072D has the visibility of these and is the support for the manual JV input into the GFGL.

a. OPLOC:

★None.

b. FSO:

(1) ★Semiannually the G072D L73 and the L74. Corrections are input and the L83 and L84 are produced.

(2) ★The net change between the previous balance and the current balance on the L84 is amount placed on a JV.

(3) ★ *The JV is forwarded to the OPLOC GFGL accountant.*